



Export customers, regulators, and certification bodies expect exporters to demonstrate control over food safety risks, traceability, and product compliance. Missing or incomplete documentation is one of the most common causes of export delays and customer approval issues. Use this checklist to confirm your export documentation is complete and accessible.

1. Business & Regulatory Documents

- Business registration information is current
- Exporter information is documented and maintained
- Product descriptions and specifications available
- Export destination requirements reviewed
- Regulatory approvals or certificates identified (if required)
- Records retained according to regulatory requirements

2. Food Safety Program Documentation

- Preventive Control Plan (PCP) or HACCP plan documented
- Hazard analysis completed and current
- Process flow diagrams are available
- Preventive controls are documented
- Monitoring procedures and records are maintained
- Corrective action procedures documented
- Verification and validation records are available

3. Traceability & Recall Documents

- Traceability procedure documented
- Lot coding or batch identification system is defined
- Supplier and customer traceability records are maintained
- Recall procedure documented
- Mock recall records available
- Recall contact list maintained and current

4. Supplier & Ingredient Documentation

- Approved supplier list maintained
- Supplier food safety documentation available
- Ingredient specifications maintained
- Certificates of analysis available where required
- Supplier approval or evaluation records maintained



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5. Product & Export Documentation

- Product specifications available for customers
- Finished product records maintained
- Labels reviewed for export market compliance
- Allergen declarations verified
- Export certificates or supporting documents prepared (if applicable)
- Shipping and distribution records are maintained

6. Training & Operation Records

- Food safety training records maintained
- Sanitation procedures documented
- Cleaning and maintenance records available
- Temperature monitoring records (if applicable)
- Internal audit records available

NEXT STEPS

Well-organized documentation helps exporters:

- Avoid shipment delays
- Pass customer audits faster
- Enter new export markets confidently
- Reduce compliance risk as operations grow

Iron Apple helps Canadian food exporters build practical, audit-ready documentation systems aligned with regulatory and customer requirements. Reach out to us today to get expert advice and guidance for your export products. Visit us at www.ironapple.net/food-exporters for more information.



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